

**IPSWICH PLANNING BOARD MEETING MINUTES**  
**Thursday, April 9, 2015, 8:30 a.m.**

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the Ipswich Planning Board was held on April 9, 2015 in Planning Department Conference Rm, First floor, Town Hall.

**Board members present:** Heidi Paek, Kathleen Milano, Cathy Chadwick, Carolyn Britt

**Staff present:** Ethan Parsons

Paek convened the meeting at 8:30 a.m.

The Board decided it would schedule a meeting in January of each year to discuss its meeting calendar, town meeting preparation calendar, members' roles and leadership, members' assignments to other committees, and to authorize staff to sign on its behalf.

The Board discussed the following:

- Preferences for staff's transmittal of information prior to the meetings: staff will send a complete batch of the material prior to the meeting.
- The Associate member's vote on matters other than those addressed in the Zoning Act: the Chair will ask the Associate if he/she wishes to vote on a matter wherever the Associate is permitted to do so.
- Process for sharing comments with other Board members: comments will be transmitted through staff following procedure noted above.
- Peer engineering review procedures.
- Special projects, including comprehensive plan and zoning amendments.

Parsons provided an update on other activities he is involved with, such as searching for a summer intern, cleaning up the new website prior to activation, and the land acquisition and disposition committee activities.

The Board adjourned at approximately 10:00 a.m.

Respectfully submitted by Ethan Parsons

The Board approved these minutes on August 13, 2015.